

2 July 1957

MEMORANDUM FOR: Chiefs of Operating Divisions

SUBJECT : Reports Training for Case Officers

1. In meeting the 31 December 1957 deadline set by the DD/P for instituting field preparation of information reports on multi-lith mats at all stations, the assumption is that you will have taken special steps as necessary to insure that proper competence exists in the smaller stations which do not have full-time reports officers. We have all anticipated that an increasing number of case officers, and other operational personnel, will have to be familiar in detail with the principles and procedures which apply in processing and disseminating finished CS reports.
2. As you know, special arrangements for reports courses and tutoring were made by the Office of Training in order to assist you with this problem. OTR, however, advises us that the use of these facilities for case officers has been perfunctory during the six months since the DD/P directive was issued. The chief instructor of the IRRR course comments that enrollments give "evidence that administrative assistants who may type information reports are being trained, and case officers responsible for original information production and values are not."
3. Division planning for the next crucial six months also appears in general to be minimal and improvised in this regard. A check by the FI Training Officer reveals that the total number of prospective division candidates for OTR reports training between now and December is 67, of which 30 are from the FE Division. (Other Divisions: EE-8, NEA-8, SR-6, WH-6, SE-4, WE-4, and IO-1.) Enrollees have been suddenly withdrawn, some in mid-course, for administrative reasons. Reports training, as agreed to by senior division and career management officers in connection with individual career plans, has been cancelled in some instances due to lack of proper scheduling.
4. It is recognized that reports training for case officers can often be given within the divisions; and we must assume that this is being done when enrollment for OTR training is not practical in individual cases. It is possible, also, that reports training as set up by OTR does not fit your current and particular needs, in which case you are urged again to give us your requirements and suggestions promptly. OTR has reiterated its desire to assist, and is willing to modify its material or arrangements as much as possible in accordance with your desires.


Chief
Foreign Intelligence

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